

**DISTRICT REGULAR BOARD MEETING**

Thursday, September 13, 2012

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

***Minutes***

MEMBERS PRESENT: Tim Gossman, Brian Hazel, Leonard Leutink, Pam Mensink, Travis Willford

MEMBERS ABSENT: None.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Robert Joachim (NRCS),

Leutink called the meeting to order at 4:34 p.m. A quorum is present.

**I. AGENDA**

Motioned by Gossman seconded by Mensink to approve the agenda. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

**II. TREASURER'S REPORT**

Motioned by Willford seconded by Gossman to approve the August, 2012 Treasurer's report, subject to audit. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

**III. CONSENT AGENDA**

Motioned by Hazel seconded by Willford to approve the following consent agenda items:

1. Secretary's Report – August 16, 2012 Regular Board Meeting Minutes

Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

**IV. REPORTS**

1. Supervisor's activity report

Willford had nothing to report.

Hazel had nothing to report.

Mensink had nothing to report.

Leutink reported doing the statement opening and check review on September 1<sup>st</sup> and attending the Fall SEMASWCD meeting on September 12<sup>th</sup>.

Gossman reported attending the Forestry Field Trip on July 31<sup>st</sup>, which was well attended. A similar event is being planned for next year. He also attended a "Tap Into the Root" meeting on September 4<sup>th</sup>.

## 2. Staff reports

A written report was included in the board packets.

## 3. Administrator's report

### a. Cover Crops

Rasmussen updated the board on the cover crop program. The Nature Conservancy gave \$5,000.00 for cover crop cost share and \$10,000.00 to be used for demonstration purposes such as seeding rye into standing beans. Due to weather conditions and the cost to get the air flow machine here, the money is being used to cost share more cover crop plantings. A total of 800 acres are signed up for cost share.

Cover crop topics will be part of winter meetings at CPS and a spring field day is also being planned.

### b. MASWCD resolutions

Rasmussen reported there was a change in the wording of the resolution regarding the importance of 2B ag land made by the MASWCD Resolutions Committee as shown:

### **NOW THEREFORE BE IT RESOLVED:**

**THAT THE** MASWCD assist SWCDs with developing education and information materials about the values of 2b agricultural lands and the programs that provide cost share and incentives that can enhance productivity, *water quality, fish and wildlife habitat, climate stability, timber production, and the state's economic and environmental well-being.*\*

The Board recommended sending the resolution regarding linking conservation compliance to crop insurance with a letter to congressional members asking for their consideration. The letter will be sent to Walz, Franken, Peterson and Klobuchar.

### c. Clean Water Fund grant applications

Rasmussen reported the CWF grant application is being submitted to request funding for 30 pond cleanouts at 75% cost share up to \$4,000, technical assistance dollars for Ronnenberg and Koliha to develop projects, a community partners application to fund stormwater projects, and two large feedlot projects.

## 4. NRCS

Joachim reported September 30 is the end of the fiscal year. Staff is working to complete payments and year-end paperwork. Performance reviews will be completed. Fillmore leads the area with the amount of staff and the workload that is completed with that staff. Joachim and his staff will be attending the Soil Health Video conference in Rochester on September 21<sup>st</sup>.

5. County

No representative from the County was present.

**V. OLD BUSINESS**

1. Discuss options for selling/trading 2011 Chevy pickup

Rasmussen reported one offer had been received for the pickup, but was considerably less than the asking price. The board discussed the options available.

Motioned by Gossman seconded by Mensink to not accept the offer and trade the pickup in on the new one. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

**VI. NEW BUSINESS**

1. Consider reinvestment of the following CDs:

CD 2000018118	Matures September 18, 2012
CD 300031413	Matures September 23, 2012

Motioned by Gossman seconded by Mensink to approve reinvestment of the listed Certificates of Deposit.

CD 2000018118	Matures September 18, 2012
CD 3000031413	Matures September 23, 2012

Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

2. Consider approval of Root River Field to Stream Partnership Agreement with MDA in the amount of \$56,000.00

Motioned by Mensink seconded by Gossman to approve the Root River Field to Stream Partnership Agreement with MDA in the amount of \$56,000.00. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

3. Consider approval of subcontract with Mower SWCD for Root River Field to Stream Partnership in the amount of \$12,618.00

Motioned by Hazel seconded by Mensink to approve the subcontract with the Mower SWCD for the Root River Field to Stream Partnership in the amount of \$12,618.00. Affirmative: Hazel, Willford, Mensink, Gossman, Leutink. Opposed: none. Motion carried.

4. Review updated Detailed Check Review Procedure

Serfling explained the updated detailed check review procedure was developed so that all supervisors doing the check review would be consistent in the procedure.

Motioned by Gossman seconded by Mensink to adopt the updated detailed check review procedure as presented. Affirmative: Gossman, Hazel, Willford, Mensink, Leutink. Opposed: none. Motion carried.

5. Consider approval for staff to attend 2012 BWSR Academy and pay expenses

Motioned by Hazel seconded by Gossman to approve up to six staff to attend the 2012 BWSR Academy and pay expenses. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

6. Review General Record Retention Schedule

Serfling explained the proposed general record retention schedule is the approved schedule for Carver SWCD and has been adopted by many area SWCDs. When adopted by the board as our own and approved by the Minnesota Historical Society Archives Department, records may be archived or destroyed according to the schedule without prior permission.

Motioned by Mensink seconded by Willford to adopt Carver SWCD's General Record Retention Schedule as the Fillmore SWCD's schedule. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

7. Consider naming person for overseeing records disposal according to the General Records Retention Schedule

Motioned by Mensink seconded by Willford to name Jeanette Serfling as the person for overseeing the disposal of records according to the General Records Retention Schedule. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

8. Consider resolution appointing Responsible Authority as the Data Practices Compliance Official

Motioned by Willford seconded by Gossman to approve the resolution appointing Donna Rasmussen, the Responsible Authority, as the Data Practices Compliance Official. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

Joachim left the meeting at 5:28 p.m.

9. Consider approval and timing of step increase for Employee #23025 to Grade 6, Step 2 effective October 3, 2012 per recommendation of Administrator

Motioned by Willford seconded by Mensink to approve step increase for Employee #23025 to Grade 6, Step 2 effective October 3, 2012 per recommendation of Administrator. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

10. Consider payment of Feedlot V Grant Cost Share Contract F5G-05 Perry Omodt in the amount of \$15,000.00

Motioned by Mensink seconded by Willford to approve payment of Feedlot V Grant Cost Share Contract F5G-05 Perry Omodt in the amount of \$15,000.00. Affirmative: Hazel, Gossman, Mensink, Willford, Leutink. Opposed: none. Motion carried.

#### **VII. ACCOUNTS PAYABLE**

Motioned by Mensink seconded by Hazel to approve the September 2012 payables. Affirmative: Mensink, Hazel, Willford, Gossman, Leutink. Opposed: none. Motion carried.

Serfling asked for a volunteer for the statement opening and check review on Monday, October 1st. Gossman volunteered.

#### **VIII. ADJOURNMENT**

Motioned by Hazel seconded by Mensink to adjourn the meeting. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

The meeting was adjourned at 5:37 p.m.

Respectfully Submitted,

Brian Hazel